

## APPLICATION FOR RECORDS: RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section

Attention: Scheduling	Section.	
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	1 Department of Natural Resources	Application Number
	EPD - Municipal Solid Waste Program Planning and Resource Conservation Unit	80-215-A
Application Number	3420 Norman Berry Drive, 7th Floor	Date Received Date Completed
	Hapeville, Georgia 30354	1111 2 1000
The state of the s	A Committee of the Comm	T 1 1980
2. Person to Contact	Working Title	Telephone Number
Frances Arnolia Ke	nnedy Environmental Specia	list (404) 656-7404
3. Action Requested		
	Schedule; record will continue to accumulate.	
	accumulation; no further accumulation anticipated.	
4. Dates of Series	No. 80-215 Check One: 🗵 Change; 🗀 Superco	
Earliest Latest	J. Necostas genees Title (ronowed by title used in office, if t	different) (Planning and TA).
1973   Present	Solid Waste Management Plan Files	
6. Division and Office Function	on What is the function of the Division and the Office in	n which this record series is created?
·	Department of Natural Resou	irces
•	Environmental Protection Div	
×	Land Protection Branch	
	Municipal Solid Waste Control	<del>-</del>
	Planning and Resource Conservat	ion Unit
	rding to Act No. 1486, as amended through 1 d Conservation Act of 1976.  This file contains the following documents (include form r	
Documents relating to:	Attach samples of the file.	•
Docoments relating to:		
amended by Hou	Solid Waste Planning under the Solid Wasterse Bill 811, relating to the preparing of I in Georgia; required Regional Planning under 1976	Local Solid Waste Plans for all
Included are:	•	
included alo	·	
procedures to writing of Pla tion and Recov	d Regional plans for solid waste management be followed or addressing questions on proc ans under the Solid Waste Management Act of very Act of 1976; summary reports and progre	cedures to be used during the 1972 and Resource Conserva-
planning. File is arranged:		
arpha	betically by Area Planning and Development	Commissions then by County;
8. Monthly Reference Rate	onologically by date received or written.  How often are records referred to which are:	عربي والمناف والمستقرق والمناف
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	; Seven to twelve months old; Thirteen	
	seldom used; reference expected regions	
9. Annual Rate of Accumulate Letter-size drawers	tion of Herords regions :: Fegions :: Fegion	Other (specify) not presently
		accumulating
or programme and the second		5

YES	NO	10. Questionnaire	(Place an "X" in th	e proper column			
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	Х		· <del>-</del>		iring security handling?	yes, cite law or regulatič	งก.
X		c. Is this a vital r	ecord? created	under the Sc	olid Waste Manageme	nt Act of 1972	g and an are
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	х		wo documents in the tacheduled separately?	ile make it necess	sary to keep the entire file	for a long period, could t	inese
	X				ned? If yes, attach copy.		and manager to the second of the
	Х	g. Is the informa If yes, attach		series ever analyz	ed and/or recorded in a su	mmarized report?	\$ 10 a 1 au 10 au
х		h. Is there a dup	lication of this series in Area Planning	your office, or i	n another office or agency oment Commissions	7	
	X	i. Is this series for	o <mark>r a major po</mark> ction of in	t) regularly micro	filmed?		
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		leral law	0	•	f. Federal retention in	^	years.
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	Attach	copy or excerpt of .	laws or regulations. Ex	plain administrat	ive need.		:
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12.	Appro	ved Disposition Inst	tructions This agen	cv recommends t	hat the file series be cut of	f at the end of each:	فينسم إرجالهم المهور مرمهارات
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	These	instructions apply t	o all prior and future a	ocumulations of	the series.		
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A-50-71; Rev. 76

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	EPD - Municipal Solid Waste Program	80-	215
A Classical Management of the	Planning and Resource Conservation Unit		· · · · · · · · · · · · · · · · · · ·
Application Number	3420 Whipple Street, 7th Floor	Date Received	Data Completed
	Hapeville, Georgia 30354	NOV 3 0 1979	JAN 3 1 1980
2. Person to Contact Frances Arnolia Kenn	Morking Title nedy Environmental Spe		Telephone Number ) 656-7404
3. Action Requested	and the second of the second o	Table Table To the Same	r 2 santa yan barri ya barra
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	occumulation; no further accumulation anticipated.		
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1973   Present	Solid Waste Management Plans Files	. •	
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1 P. C.	Land Protection Branch		•
	Municipal Solid Waste Control		
à p	Planning and Resource Conserva	tion Unit	
di serie			
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D	Attach samples of the file.		
Documents relating to:		•	<b>A</b> 14
amended by House	Solid Waste Planning under the Solid Waste e Bill 811, relating to the preparing of Loictions in Georgia.		
local plans (set	nt to APDC's for consolidation into regiona	l plan) and Reg	ional plans
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	betically by Area Planning and Development mologically by date received or written.	Commissions the	n by County;
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	How often are records referred to which are:		
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twenty-rive months and old	er? seldom used; reference expec	red to increase	plans.
1.9 Annual Rate of Accumulati	ion of Records; Shelves; Shelves	· ·	
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e. When one or tw	vo documents in the file make it ne	cessary to keep the entire file for a long per	iod, could these
	icheduled separately?	blished? If yes, attach copy,	and the second of the second o
a le the informati	· · · · · · · · · · · · · · · · · · ·	alyzed and/or recorded in a summarized rep	and the second s
If yes, attach o	opy,	the commence of the control of the c	n sa ni garangan sa ni sa
X If yes, where?	cation of this series in your office, Area Planning and Develo	or in another office or agency? opment Commissions	
$\frac{X}{X}$ i. Is this series <i>(oi</i>	r a maior portion of it) regularly m	icrofilmed?	
11. Retention Requirements	series result in a computer printo The following requires		the state of the s
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a. State Law b. Statute of limitation	O	d. Audit period  e. Administrative need	2 years.
c. Federal law		f. Federal retention instructions	0 years.
	avvs or regulations. Explain adminis		•
1) review for re	gional planning now und	er way; final submittion date	1980
2) criteria for	eligibility under State	Solid Waste Grant-In-Aid Prog	ram
2) Criteria for	eligibility under state	Solid waste drawe in real riog	
12. Approved Disposition Instr		ids that the file series be cut off at the end of	f each:
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AR-50-71; Rev. 76